OF

CALIFORNIA

SECRETARY OF STATE ASSOCIATE INFORMATION SYSTEMS ANALYST

PROMOTIONAL EXAMINATION **SPOT - SACRAMENTO**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FOR

DEPARTMENTAL **PROMOTIONAL SECRETARY OF STATE**

COMPETITION LIMITED TO:

Employees that have a permanent civil service appointment with the Secretary of State. Under certain circumstances former Secretary of State employees may compete in promotional examinations.

Persons employed by the Legislature for two or more consecutive years, who meet the provisions of Government Code Section 18990.

Persons holding a non-elected exempt position of the Executive Branch for two or more consecutive years, who meet the provisions of Government Code Section 18992.

HOW TO APPLY:

Applications are available and may be filed in person or by mail with:

> Secretary of State 1500 - 11th Street, Suite 475 Sacramento, CA 95814 ATTN: Michael Green

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: February 2, 2007

Applications (STD 678) must be **POSTMARKED** no later than the final filing date. Applications personally delivered or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted for any reason.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

> **Note:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY: \$4,467 - \$5,431

ELIGIBLE LIST INFORMATION:

A departmental promotional eligible list will be established. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

QUALIFICATIONS APPRAISAL INTERVIEW:

It is anticipated that Qualifications Appraisal Interviews will be held during the week of February 19, 2007.

REQUIREMENTS FOR ADMITTANCE TO THE **EXAMINATION:**

NOTE: All applicants must meet the education experience requirements for examination by the final filing date. It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you read, understand, and possess the basic qualifications required.

NOTE: ALL APPLICATIONS MUST INCLUDE: "TO" AND "FROM" DATES (MONTH/DAY/YEAR); TIME BASE; AND CIVIL SERVICE CLASS.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

One year of experience in the California state service performing duties comparable to an Assistant Information Systems Analyst (Range C); Programmer II; Information Systems Technician Specialist II; Information Systems Technician Supervisor II; Computer Operations Specialist II; or Computer Operations Supervisor II.

Or II

Eighteen months of progressively responsible analytical experience in performing a variety of information systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks. At least one year of this experience must include completion of analytical studies for the support, development, installation, implementation, or procurement of information technology systems.

Or III

Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

THE POSITION:

Under general supervision, incumbents perform a variety of tasks in connection with the installation, implementation, procurement, or support of information technology systems, multifunction automated office systems, microcomputer systems, and teleprocessing networks and/or systems; and/or participate with other analysts on information technology systems.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be useful to the staff doing the evaluation. Veterans' preference points and career credits are not granted in promotional examinations.

BULLETIN RELEASE DATE: 01/19/2007 FINAL FILING DATE: 02/02/2007 EXAM CODES: 7SS01

EXAMINATION INFORMATION:

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% in the Qualifications Appraisal Interview.

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%

SCOPE:

In addition to evaluating each candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be placed on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

- Information technology systems equipment, software, and practices as it relates to the IT environment.
- 2. Analytical techniques needed to review and analyze information to determine options and recommend viable solutions.
- 3. Technical report writing to accurately and effectively communicate job related information.
- 4. Information security practices as they relate to information technology.

B. Skill to:

- 1. Analyze information and situations to identify problems, reason logically, and draw valid conclusions in order to determine and implement an effective course of action.
- 2. Effectively apply interpersonal skills to establish and maintain effective working relationships with others.
- 3. Communicate effectively both written and verbally in order to exchange and/or provide information to staff and others.
- 4. Operate a personal computer and/or other computerized equipment in order to perform daily duties (e.g., reports, tracking systems, presentation/training materials, etc).

C. Ability to:

- 1. Listen and follow instructions to complete assigned tasks.
- 2. Work independently to perform assigned tasks.
- 3. Reason logically to perform analytical tasks
- 4. Handle multiple tasks in order to manage time efficiently.
- 5. Apply creative thinking in developing solutions.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Secretary of State's Personnel Office three days prior to the written test date if he/she has not received his/her notice

For an examination without a written feature it is the candidate's responsibility to contact the Secretary of State's Personnel Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Secretary of State reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices. Veterans preference points are not granted in promotional examinations.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.